

# REPORT

**DATE:** March 2, 2006

**TO:** Regional Council  
Administration Committee

**FROM:** Debbie Dillon, Human Resources Manager

**SUBJECT:** Regional Planner Series Classification Study Results

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

The Personnel Committee recommends approval of the classification levels and the salary ranges for the revised Regional Planner Series:

New Class Titles/Levels	Salary Range
Program Manager II	\$70,877 - \$106,315
Program Manager I	\$66,240 - \$99,360
Sr. Regional Planner Specialist	\$66,240 - \$99,360
Regional Planner Specialist	\$61,907 - \$92,860
Senior Regional Planner	\$53,889 - \$80,833
Associate Regional Planner	\$51,119 - \$73,484
Assistant Regional Planner	\$42,023 - \$63,035

Existing Class Titles/Levels	Salary Range
Lead Regional Planner	\$69,575 - \$104,357
Senior Regional Planner	\$63,025 - \$94,544
Associate Regional Planner	\$50,467 - \$75,706
Assistant Regional Planner	\$41,418 - \$62,139

## SUMMARY:

The classification study of the Planner series concluded two adjustments should be made. The first is an increase in the number of levels within the series from four to six. The definitions of class levels have changed although some titles are the same. Second, is an adjustment in the salary ranges increasing the highest level class by 1.9%, journey level by 6.8% and the entry level by 1.4%.

The planner study is the second classification and compensation study conducted in-house to update the classification and compensation plan since the study conducted by Personnel Concepts in 2001. This occupation was selected for study because of the number of requests for reclassification.

The revision of the planner classification series better supports career development. The revised structure permits managers to recognize employee's increase in skill and responsibility at the lower levels and also

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recognize those few employees that are true technical experts in their area of specialization. The Program Manager classes better define the work performed and its relevance to SCAG goals and objectives. Employees classified as Program Manager are responsible for the major programs listed in the Overall Work Program and will have full supervisory responsibility for any staff working in support of their program. This additional supervisory responsibility increases employee competitiveness for manager level positions.

Using the compensation practices established in the 2001 compensation survey, marketplace competitiveness was determined for the three most common levels: entry, journey and highest class below the manager level. The salary ranges for the other three levels were determined by internal equity.

## **BACKGROUND:**

The study began as a classification review of seven Regional Planning positions and one Senior Economist position submitted over a three month period at the end of 2004. The initial review consisted of interviews with those eight employees, their managers and the Director of Planning and Policy. Generally, management was somewhat unsatisfied with the structure of the planning series, and the class concepts for the higher levels were vague. In discussions with management it was determined that all employees in the economist and planner series would be asked to complete questionnaires and all positions would be reviewed for classification purposes. Completed questionnaires from fifteen employees were submitted to Human Resources in June and July of 2005. In addition to private interviews held with employees and their supervisors, meetings were held with managers and the Director of Planning and Policy and Information Services to discuss the programs and projects supported by positions. The discussions focused on program/project characteristics since they significantly contribute to the definition of job responsibilities and requirements.

Three options were presented to managers and one option was selected for the revision of the classification structure of the series. Individual positions were then allocated to the various class levels based on how well they matched the class concepts for each level.

Base salary and benefit information were collected in late 2004. Base salary information for the Regional Planning Series was updated in January of 2006 with no significant changes.

## **FISCAL IMPACT:**

No immediate fiscal impact. Employees only move in the salary range if their position is reclassified or at the time of their merit pay performance increase. This study recommends a total of seven positions be reclassified. The incumbents in these positions have been temporarily receiving an additional amount of compensation while the study has been underway pursuant to SCAG's salary administration rules. The additional pay will no longer be temporary upon reclassification.

In future years the rates at the highest end of each classification would increase by 1.4% to 6.8% depending on the classification. Placement on each range would depend on experience and qualifications for new employees and merit or salary administration rules for existing employees.

